LD E-FORM FILLER USER MANUAL

FOR

LABOUR DEPARTMENT

Version: 3.0

January 2015

Legal Information

Any reproduction, distribution, dissemination of full or part of this document is strictly prohibited except for the sole purpose of conducting government business and activities and/or delivering government programs and services.

TABLE OF CONTENTS

1. OVERVIEW 1

2. SYSTEM REQUIREMENTS 2

2.1. BASIC REQUIREMENTS 2
2.2. DIGITAL CERTIFICATE 2
2.3. INTERNET ACCESS AND E-MAIL ACCOUNT 2

3. SOFTWARE REQUIREMENTS AND DOWNLOADING OF E-FORM 3

3.1. SOFTWARE REQUIREMENTS 3
3.2. DOWNLOADING OF E-FORM AND REQUIRED SOFTWARE 4

4. E-FORM CONCEPT 7

4.1. WHAT IS E-FORM? 7
4.2. COMPONENTS OF E-FORM 7

5. INSTALLATION OF E-FORM FILLER 8

6. OPERATION OF E-FORM FILLER 12

6.1. START UP E-FORM FILLER 12
6.2. FILL THE E-FORM 13
6.3. MANAGE ATTACHMENT(S) 14
6.4. SIGN THE E-FORM 15
6.4.1. SIGNATURE REMOVAL 17
6.5. SAVE THE E-FORM 19
6.6. ENCRYPT THE E-FORM 20
6.7. SEND THE E-FORM 20

1. OVERVIEW

Labour Department(LD)'s E-Form Filler ("E-Form Filler") is part of LD E-Form Tools. It provides solution for filling LD E-Form ("E-Form") electronically. It also allows the application of digital signature on form submission to solve the traditional security problem. The software enables form filling, form signing and form verification.

2. SYSTEM REQUIREMENTS

2.1. BASIC REQUIREMENTS

To use E-Forms, your computer must comply with the following basic requirements:

- Pentium (Celeron) or above processor;
- Memory not lower than 256MB RAM;
- Running Windows Vista/7/8 as operating system;
- Mozilla Firefox 3.6 (or above) or Microsoft Internet Explorer 6.0 (or above); and
- *Suitable smart card reader and related driver (Only applicable to users who wish to use the digial certificates embedded in Smart ID Cards to sign the E-Forms. For details of the features and specifications of suitable smart card reader and related driver, please refer to the related webpages of the Hongkong Post <URL:http://www.hongkongpost.gov.hk/product/eproduct/reader/index.html>)*

To obtain better performance, computers equipped with Pentium 4 or above processor with at least 512MB RAM are highly recommended.

2.2. DIGITAL CERTIFICATE

To sign E-Forms electronically, you should make use of a valid digital certificate issued by recognised Certification Authority in Hong Kong. E-Form Filler supports the digital certificates installed in the following media:

a. Smart ID Card (Please refer to Section 2.1 and Section 3.1. These two sections stipulates the system and software requirements which the computer should comply with if users are going to sign the E-Forms by using digital certificates embedded in Smart ID Cards);
b. P12 or PFX file (i.e. digital certificate stored in harddisk or floppy disk); and
c. Computer System.

2.3. INTERNET ACCESS AND E-MAIL ACCOUNT

Should you wish to download and submit E-Forms through the internet, you must possess an Internet account with HTTP (browser) and SMTP (e-mail) features.

3. SOFTWARE REQUIREMENTS AND DOWNLOADING OF E-FORM

3.1. SOFTWARE REQUIREMENTS

To operate E-Forms, your computer should be installed with the following software:

a. Java SE Runtime Environment (JRE) 7 or above*;
b. E-Form Filler* (a software tool for viewing and filling the E-Forms);
c. E-Form* (electronic format of a LD's form); and
d. *e-Cert Control Manager (Only applicable to users who wish to use digital certificates embedded in Smart ID Cards to sign the E-Forms. The software could be downloaded freely from the related webpages of the Hongkong Post <URL:http://www.hongkongpost.gov.hk/product/download/ctlmgr/index.html>)*

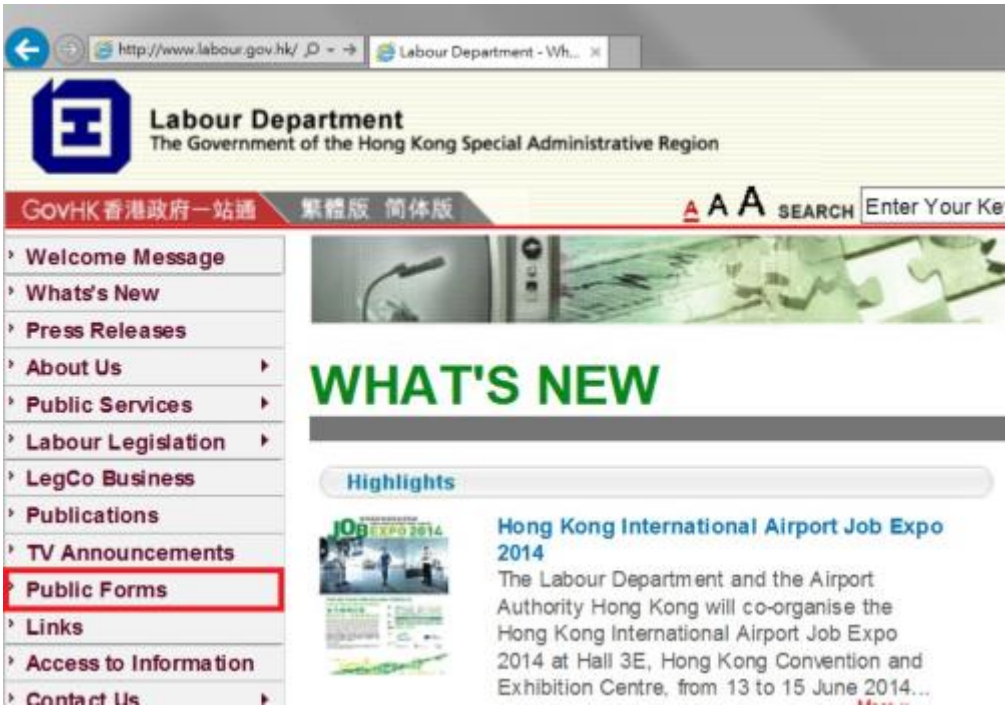
* The software listed in a-c above are available for free downloading at relevant LD webpage. (Please refer to section 3.2) For more information about the installation of Java SE Runtime Environment (JRE), please browse the website of Java <URL: http://www.java.com>.

3.2. DOWNLOADING OF E-FORM AND REQUIRED SOFTWARE

You could get access to the "E-Form Downloading Zone" through LD homepage (address: http://www.labour.gov.hk).

1. Click the preferred language from the menu.

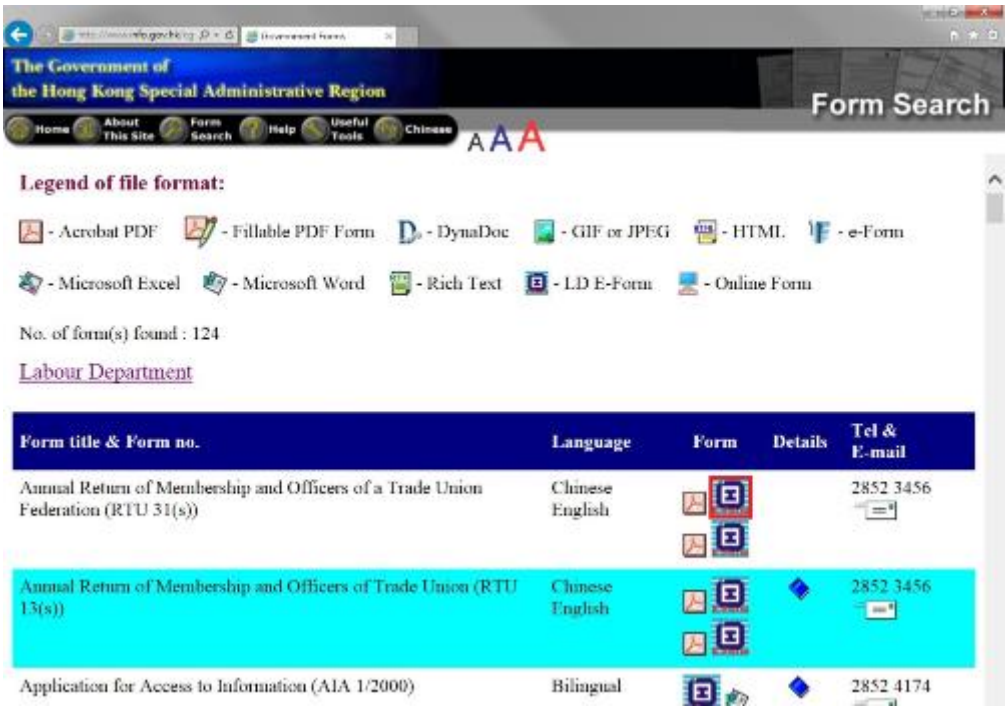
2. Click "Public Forms" at the left menu.



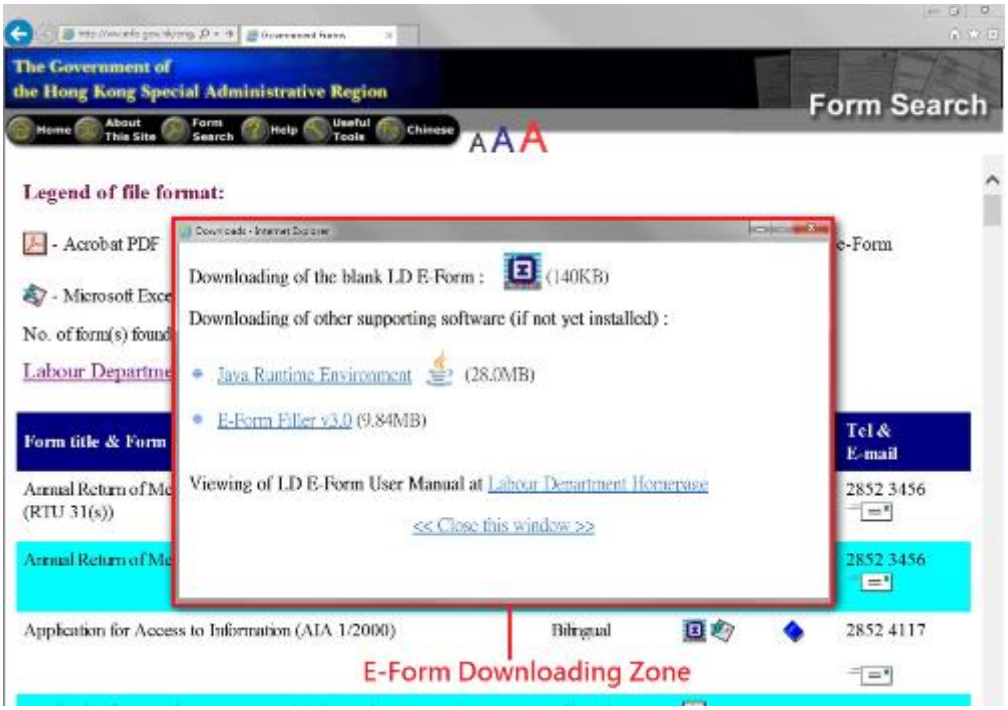
3. Click the hyperlink as shown below to access the Government Forms Websites.

Labour Department
The Government of the Hong Kong Special Administrative Region
SEARCH
Enter Your Keyword(s)
SITE MAP
Welcome Message
What's New
Press Releases
About Us
Public Services
Labour Legislation
LegCo Business
Publications
TV Announcements
Public Forms
Links
Access to Information
Contact Us
PUBLIC FORMS
Public Forms of the Labour Department (LD) on Government Forms Website
To assess the public forms of LD, please click here
Viewing and printing of forms require the use of software appropriate to the format of the form file. "LD E-Form" format, which allows you to fill in the form on screen and submit the completed form electronically, is also available for some of the forms. Many of these software viewers are available free from the Internet. Please click here for details of government forms website.
LD E-Forms
LD E-Form Filler (available since January 2015) supports digital signing using 1024

4. Click the E-Form icon to download the required E-Form.



5. The "E-Form Downloading Zone" dialog box will be shown.



In the screen of "E-Form Downloading Zone", you could download the required software or any E-Form file you are interested by simply pointing the cursor to the object and clicking it. The downloading process will commence then.

The software available for downloading at the "E-Form Downloading Zone" includes:

- E-Form Filler;
- Java SE Runtime Environment (JRE) 7.

Once you choose to download the E-Form Filler, a dialog box will be popped up asking you whether you would like to open the file or save it.

The E-Form Filler is an installer program. You need to install it prior to actual usage of E-Form. Please refer to Section 5 and Section 6 for detailed guides on the installation and operation of the E-Form Filler.

4. E-FORM CONCEPT

4.1. WHAT IS E-FORM?

E-Form is the electronic format of a LD's form. It allows user to fill in the data direct on the computer screen and apply a digital signature to ensure its integrity.

E-Form supports input text field, radio button fields, checkbox fields, strike-out fields and combination fields. The fields can be grouped into sections, if necessary.

4.2. COMPONENTS OF E-FORM

E-Form consists of the following components:

- Form Layout Component - the document and the form component
- Form Logical Component - the work flow and form section component
- Digital Signature Component - the digital signature bags
- Digital Certificate Component - the creator's certificate and encipherment certificate

E-Form Filler is the software program designed for verifying, filling and signing E-Form.

5. INSTALLATION OF E-FORM FILLER

Prior to the installation of the E-Form Filler, please ensure you computer meets the system and software requirements. (Please refer to Section 2 and Section 3)

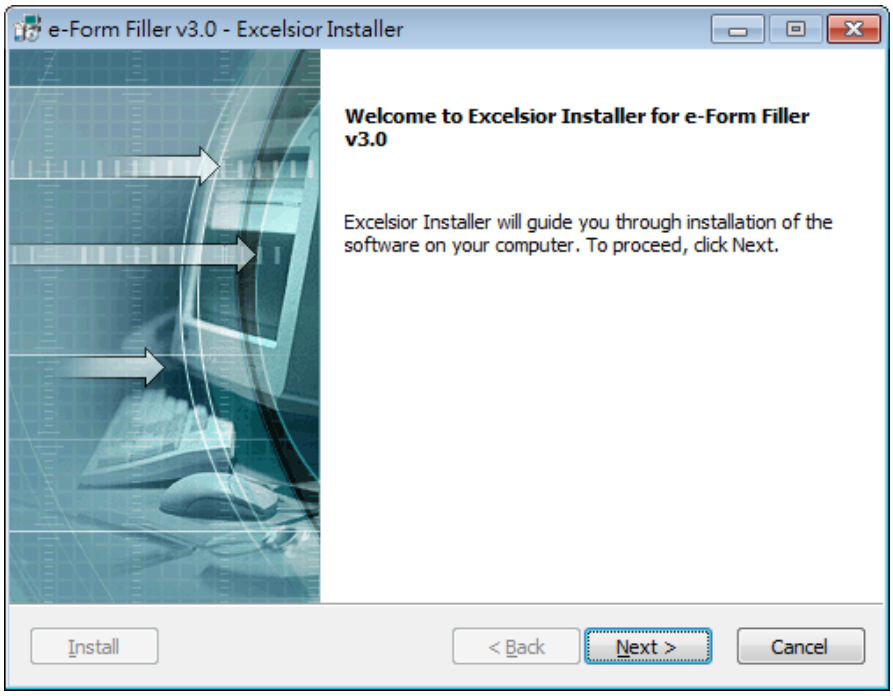
Installation Procedures

Note:
If you have installed E-Form Filler/Viewer before, please use "Control Panel" ➔ "Programs and Features" of the operating system to remove E-Form Filler/Viewer prior to your installation of E-Form Filler.

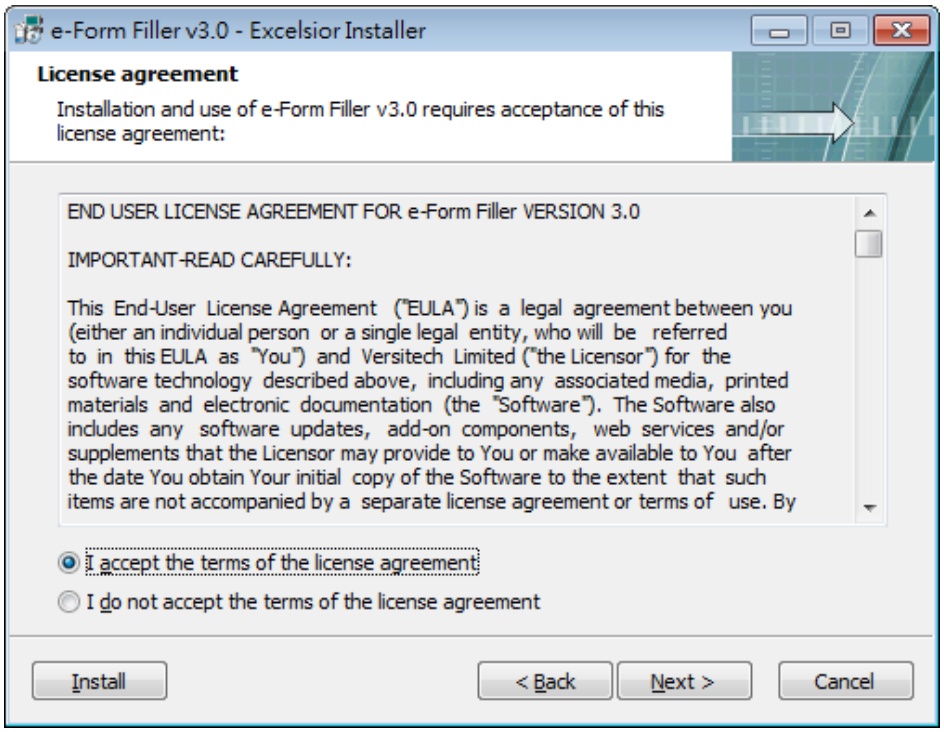
1. Find E-Form Filler from the LD's related form webpage (URL: http://www.labour.gov.hk/eng/form/index.htm), the CD Rom or other media.

2. Double click the E-Form Filler icon to launch the installation program.

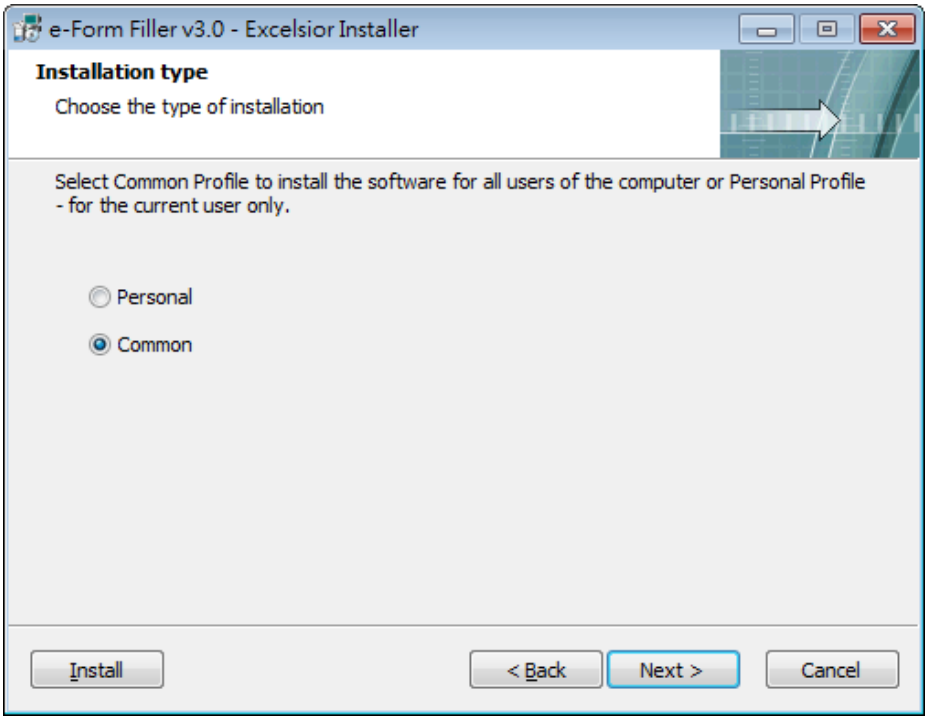
3. Installation wizard will be prompted to guide the installation. Click "Next" button.


e-Form Filler v3.0 - Excelsior Installer
Welcome to Excelsior Installer for e-Form Filler v3.0
Excelsior Installer will guide you through installation of the software on your computer. To proceed, click Next.
Install
< Back
Next >
Cancel

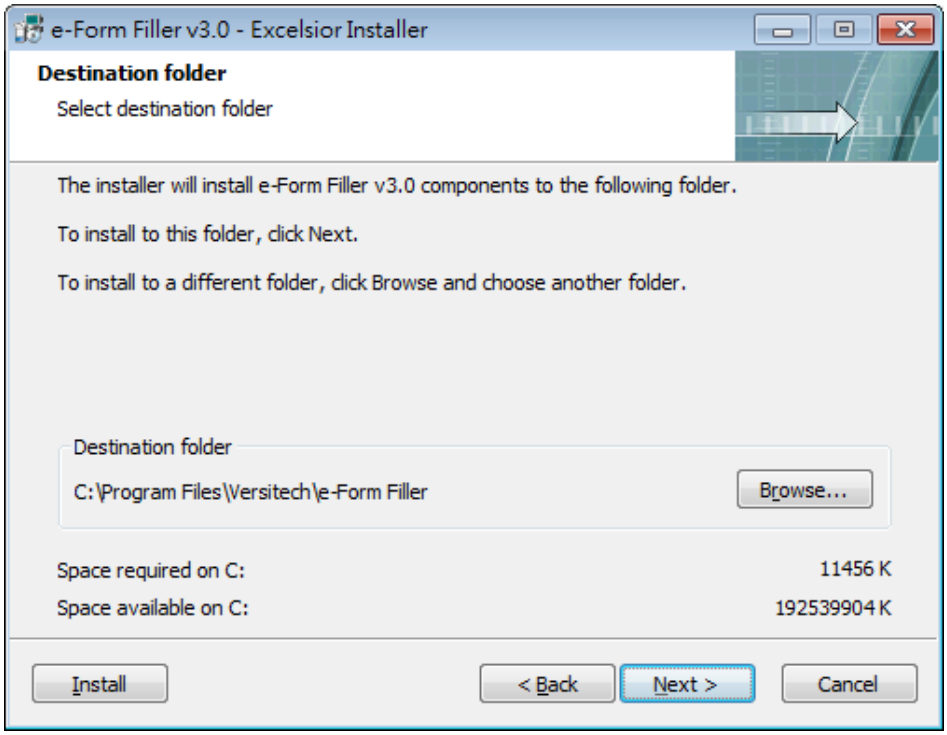
4. Select "I accept the terms of the license agreement" if you agree to accept the license agreement, then click "Next" button.


e-Form Filler v3.0 - Excelsior Installer
License agreement
Installation and use of e-Form Filler v3.0 requires acceptance of this license agreement:
END USER LICENSE AGREEMENT FOR e-Form Filler VERSION 3.0
IMPORTANT-READ CAREFULLY:
This End-User License Agreement ("EULA") is a legal agreement between you (either an individual person or a single legal entity, who will be referred to in this EULA as "You") and Versitech Limited ("the Licensor") for the software technology described above, including any associated media, printed materials and electronic documentation (the "Software"). The Software also includes any software updates, add-on components, web services and/or supplements that the Licensor may provide to You or make available to You after the date You obtain Your initial copy of the Software to the extent that such items are not accompanied by a separate license agreement or terms of use. By
I accept the terms of the license agreement
I do not accept the terms of the license agreement
Install
< Back
Next >
Cancel

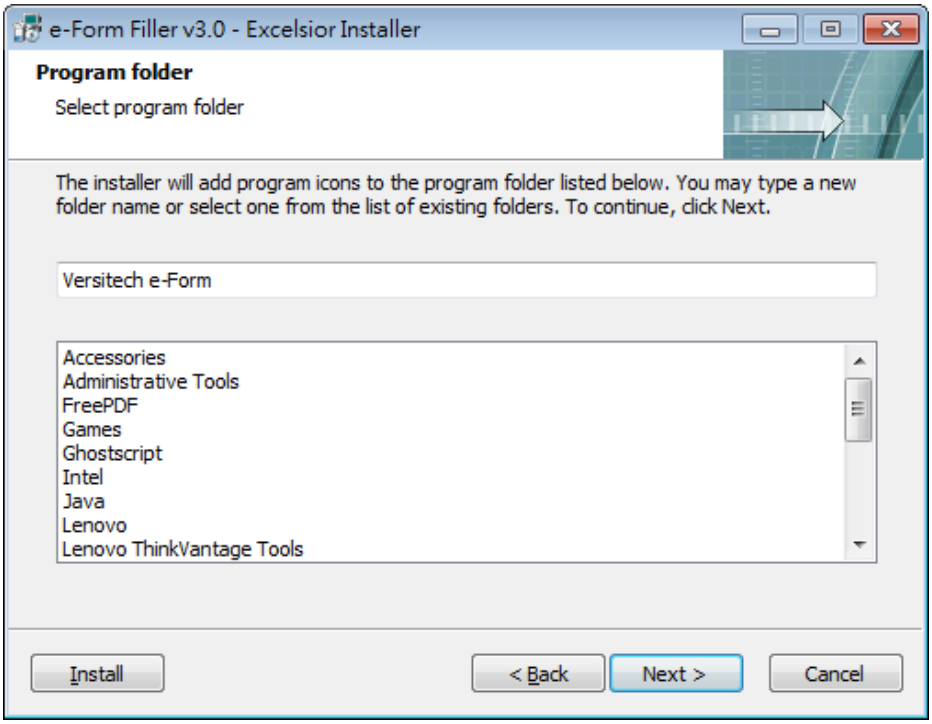
5. Select the installation type and click "Next" button.


e-Form Filler v3.0 - Excelsior Installer
Installation type
Choose the type of installation
Select Common Profile to install the software for all users of the computer or Personal Profile - for the current user only.
Personal
Common
Install
< Back
Next >
Cancel

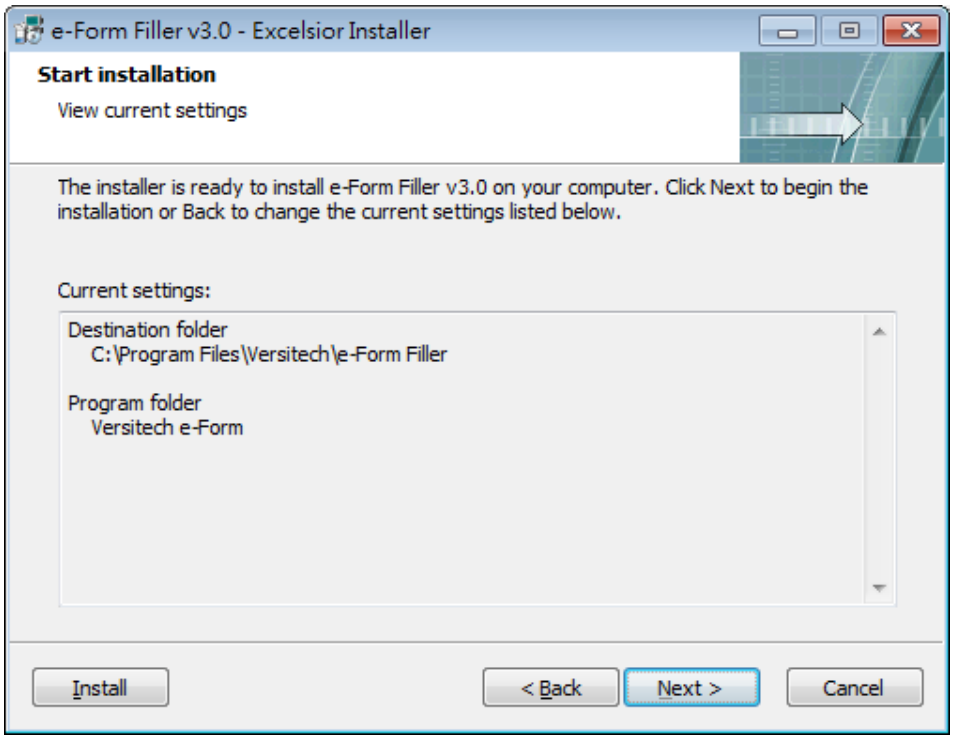
6. Choose the destination folder for installing E-Form Filler and click "Next" button.


e-Form Filler v3.0 - Excelsior Installer
Destination folder
Select destination folder
The installer will install e-Form Filler v3.0 components to the following folder.
To install to this folder, click Next.
To install to a different folder, click Browse and choose another folder.
Destination folder
C:\Program Files\Versitech\e-Form Filler
Browse...
Space required on C:
11456 K
Space available on C:
192539904 K
Install
< Back
Next >
Cancel

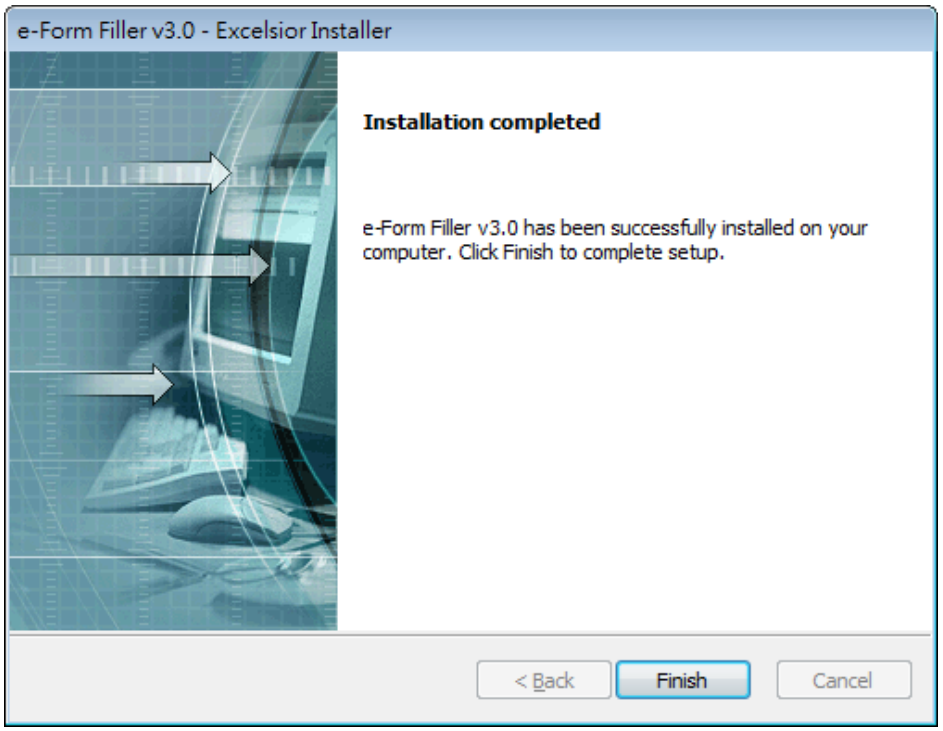
7. Click "Next" if the name of the destination folder showed in the "Program Folder" dialog box is correct.



8. Click "Next" button, installation will then commence shortly.


e-Form Filler v3.0 - Excelsior Installer
Start installation
View current settings
The installer is ready to install e-Form Filler v3.0 on your computer. Click Next to begin the installation or Back to change the current settings listed below.
Current settings:
Destination folder
C:\Program Files\Versitech\e-Form Filler
Program folder
Versitech e-Form
Install
< Back
Next >
Cancel

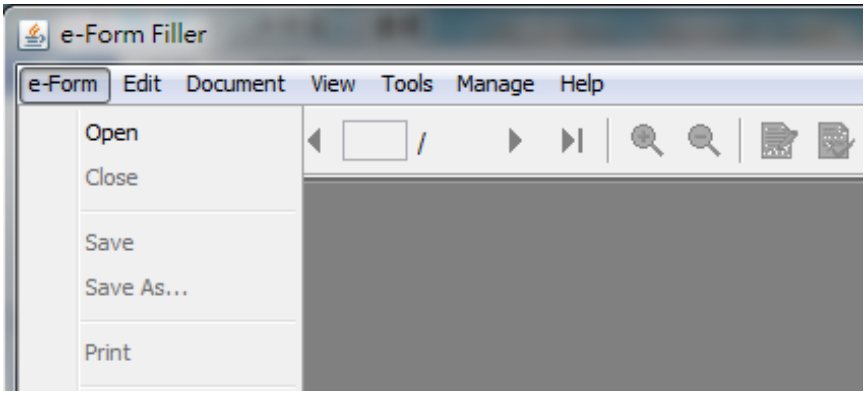
9. Soon, there will be a dialog box informing you that the installation has been completed.


e-Form Filler v3.0 - Excelsior Installer
Installation completed
e-Form Filler v3.0 has been successfully installed on your computer. Click Finish to complete setup.
< Back
Finish
Cancel

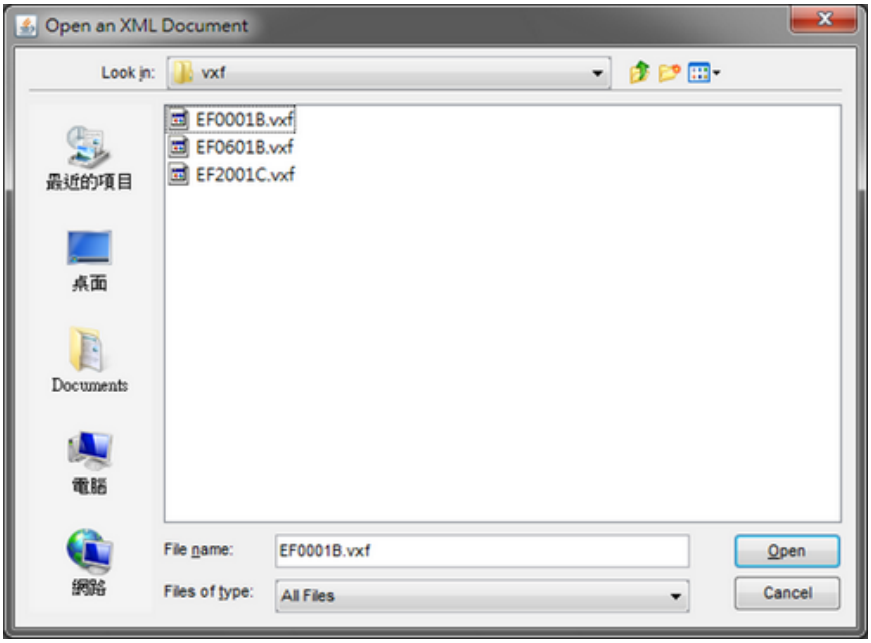
6. OPERATION OF E-FORM FILLER

6.1. START UP E-FORM FILLER

1. To launch E-Form Filler, please choose "Start ➔ All Programs ➔ Versitech E-Form ➔ E-Form Filler v3.0" from the task bar. After E-Form Filler is launched, you could select an existing E-Form by choosing "E-Form ➔ Open" from the menu.



2. Select the desired E-Form file and click "Open" button to open the E-Form.



You can also launch the E-Form Filler by double clicking any E-Form file (with .vxf file extension).

6.2. FILL THE E-FORM

To fill the E-Form, please set the cursor to the relevant field and then type the data into the field. To jump to next filed, simply use "Tab" on the keyboard. When the flashing cursor is displayed at the next field, fill in the required data.

APPLICATION FOR ACCESS TO INFORMATION
申請索取資料表格

(This form can be completed either in English or Chinese. Please read the notes below before writing.)

Applicant's Particulars 申請人個人資料

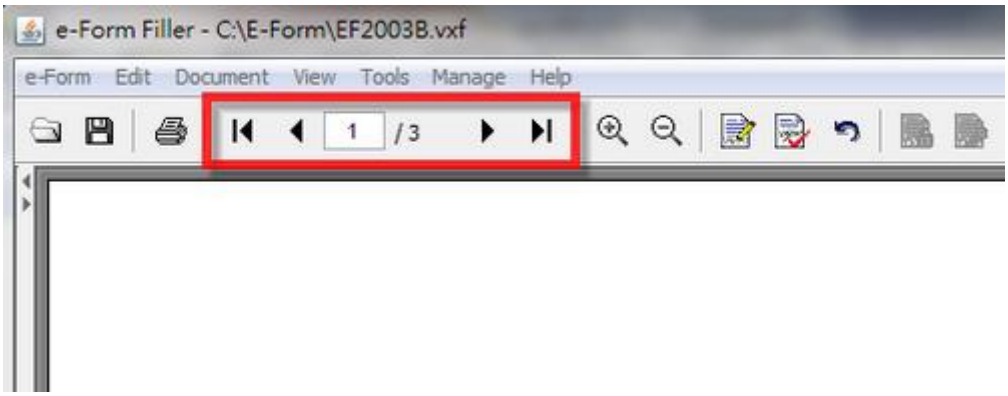
Name 姓名	* Mr 先生 Mrs 夫人 Miss 小姐 Ms 女士	# HK I/D No. 香港身份證號碼	( )
Correspondence Address 通訊地址			
	Tel. No. 電話號碼		Fax No. 傳真號碼

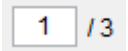
** Please delete as appropriate*

 # Fill in only if personal information is required

Information Requested 要求索取的資料

Some e-Form documents may contain multiple pages. You can navigate between pages by choosing one of the following buttons on the tool bar.

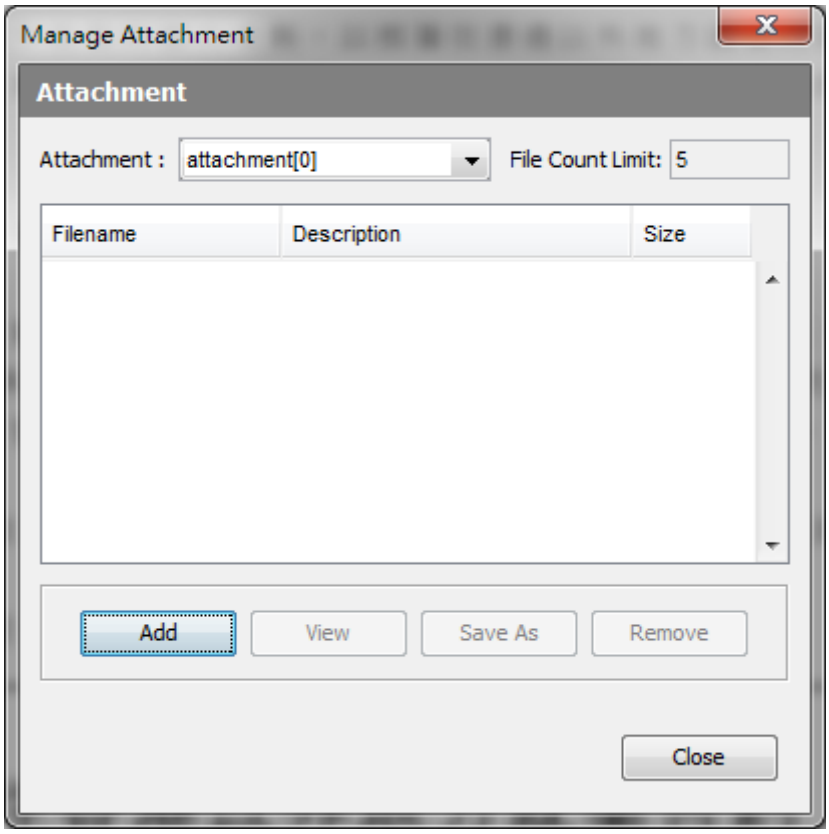


	Navigate to the First Page of the E-Form;
	Navigate to the Previous Page of the E-Form;
	Navigate to the Next Page of the E-Form;
	Navigate to the Last Page of the E-Form; and
	Navigate to the Specific Page of the E-Form by entering your desired page number into the text box and press "Enter" on the keyboard.

6.3. MANAGE ATTACHMENT(S)

To facilitate LD in processing the E-Form, you are recommended to incorporate attachments, if any, to the E-Form by using the "Manage Attachments" function of the E-Form Filler.

To process attachment(s) of the E-Form, please choose "Tool ➔ Manage Attachments" from the menu.



At the "Manage Attachment" dialog box, you can perform any of the following actions:

- Click "Add" button will add the target file to the E-Form. Each E-Form has different attachment limit. For example, the dialog box as shown above cannot attach more than 5 files;
- Click "View" button will view the selected attachment file;
- Click "Save As" button will extract a file from attachment envelope to a selected directory; and
- Click "Remove" button will remove the selected attachment file.

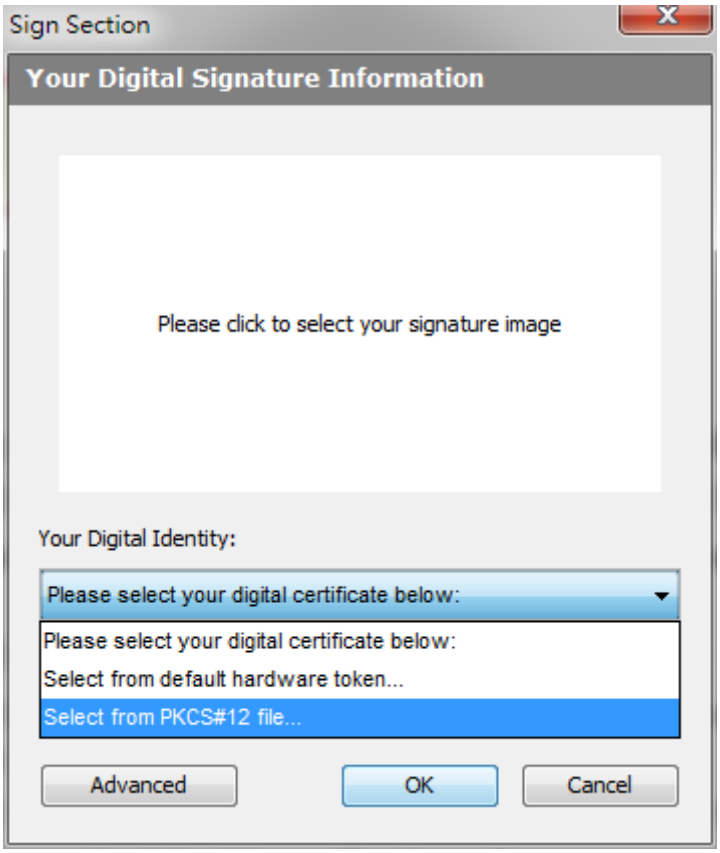
6.4. SIGN THE E-FORM

Note:

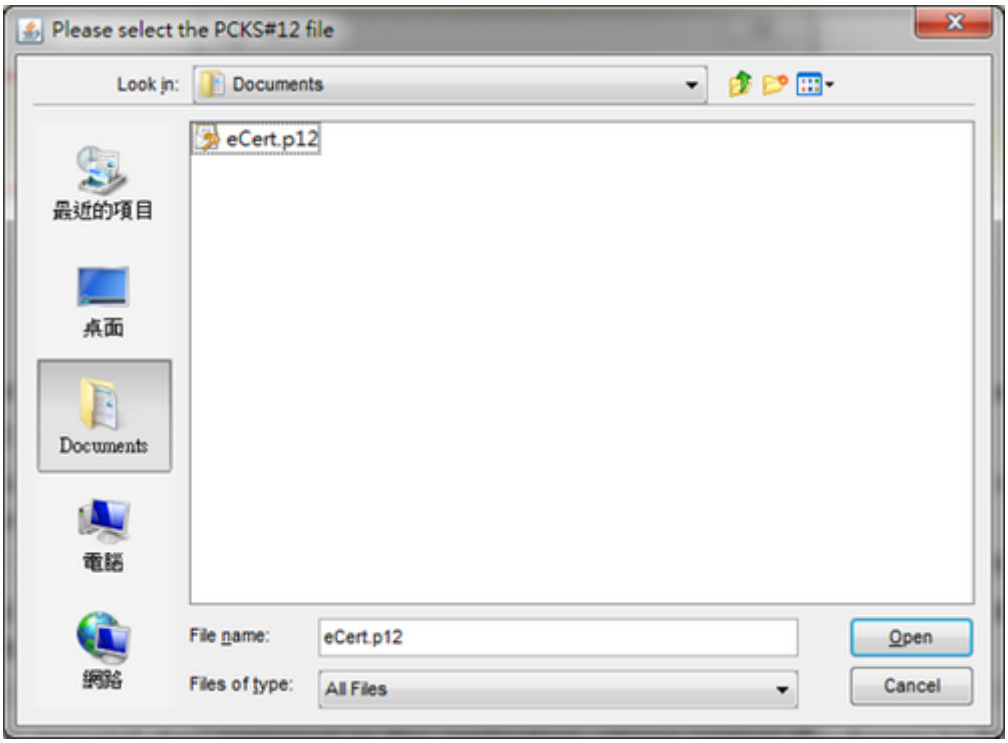
Once signature is applied, the E-Form cannot be further amended. The signature has to be removed (Please refer to Signature Removal) beforehand if you wish to make any amendments to a signed E-Form.

1. To sign the E-Form, please click the signature box at the E-Form.

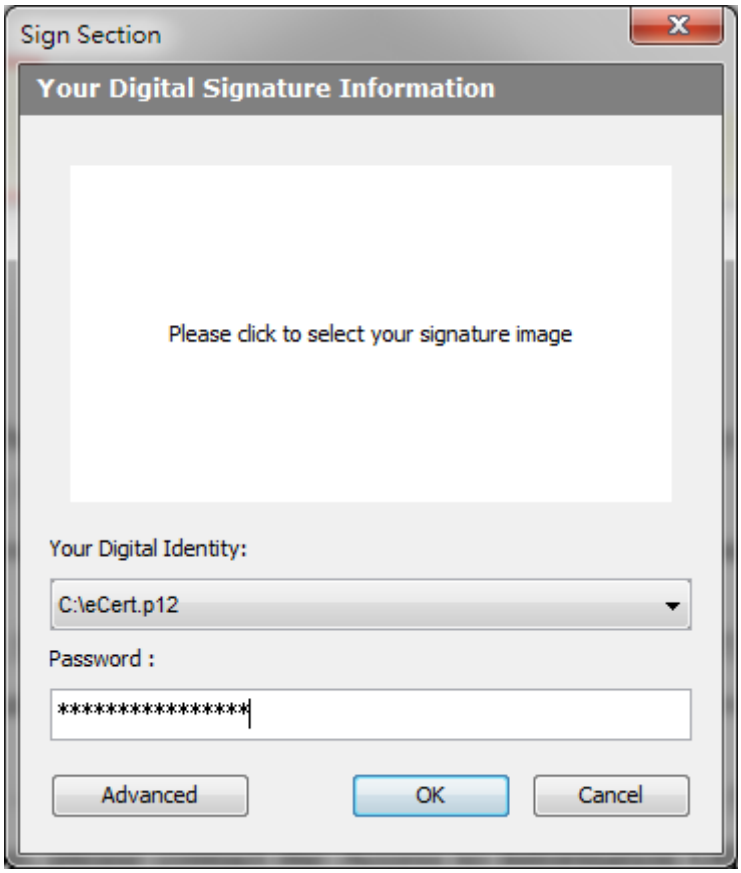
2. The "Sign Section" dialog box will be shown, then select "Select from PKCS#12 file".



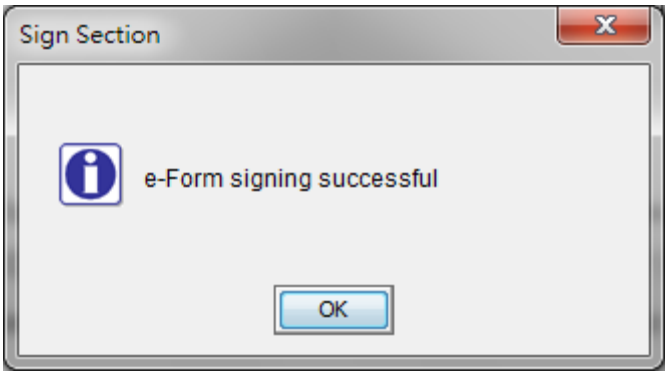
3. The following dialog box will be shown. Specify the file location of your certificate (in either ".p12" or ".pfx" format).



4. Enter password of the certificate file and click "OK" button to confirm your digital signature.



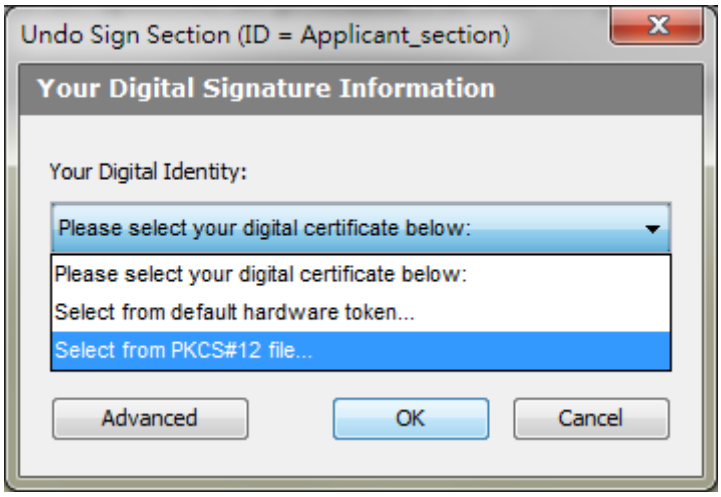
5. The following dialog box will be shown if the E-Form is signed successfully.



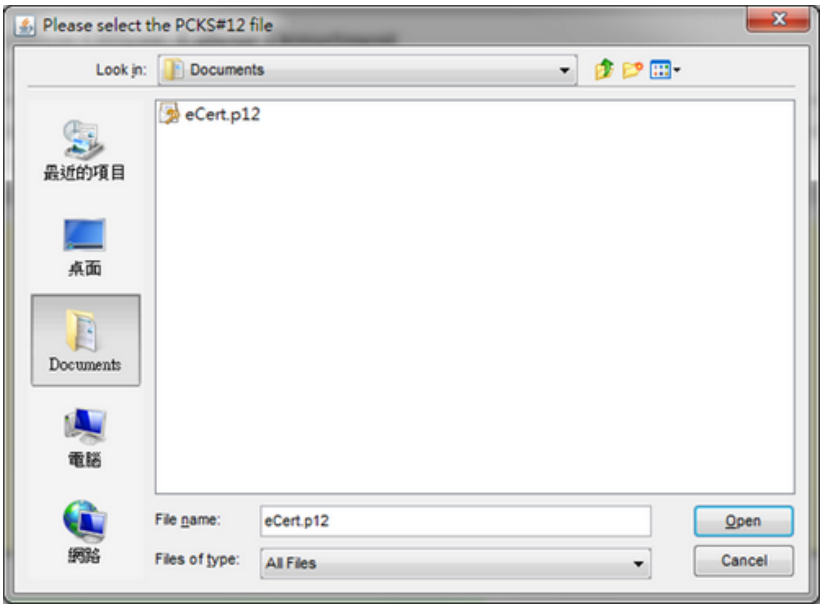
6.4.1. Signature Removal

1. To remove the signature(s) form the signed E-Form, please click signed signature box and select "Remove Signature".

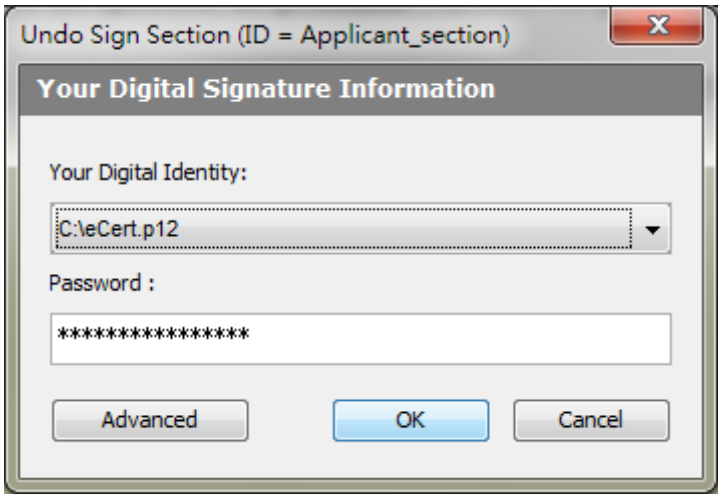
2. The "Undo Sign Section" dialog box will be shown, then select "Select from PKCS#12 file".



3. Specify the file location of the digital certificate originally used in signing the E-Form.



4. Enter password of the certificate file and click "OK" button to confirm to remove the signature.



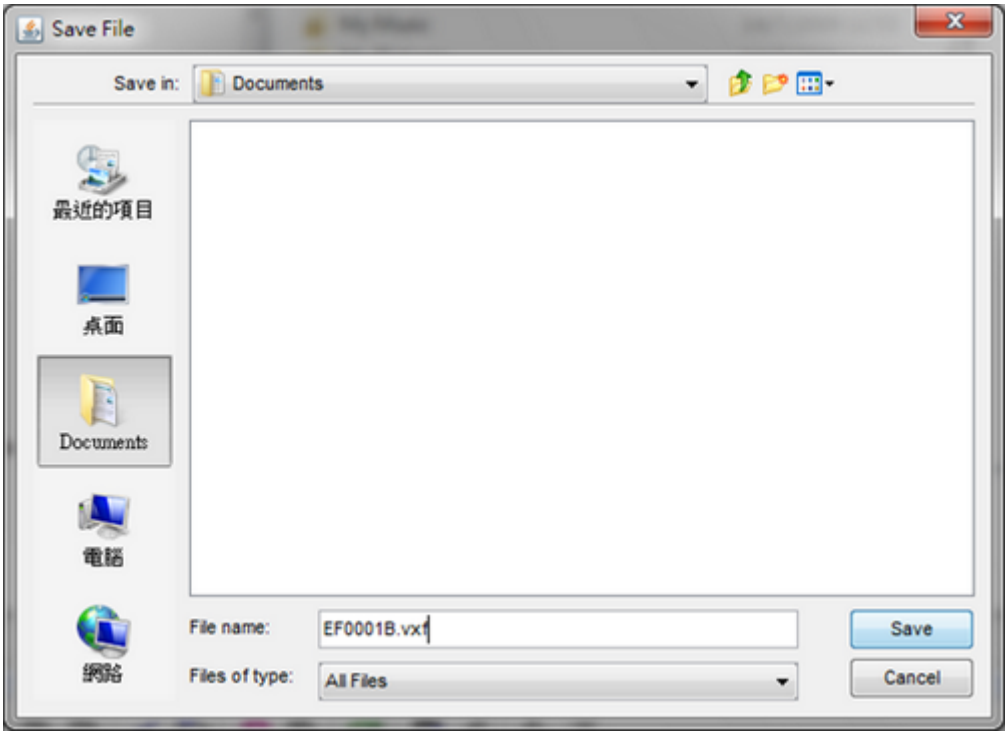
5. The following dialog box will be shown if the signature is removed successfully.

6.5. SAVE THE E-FORM

You may save an E-Form document to a file at any time. The saved E-Form can be opened for viewing and editing later. You should save the E-Form upon completion and submission. It is highly recommended to submit an encrypted form. (Details are covered in Encrypt the E-Form and Send the E-Form)

To save an E-Form, choose "E-Form" ➔ "Save" from the menu.

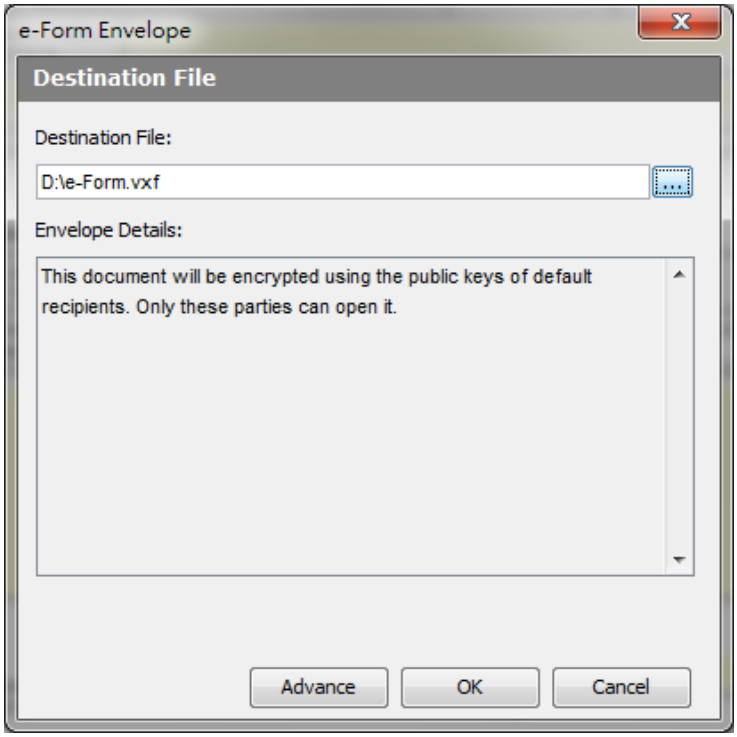
In addition, you can save as an E-Form by choosing "E-Form" ➔ "Save As" from the menu, then the "Save File" window will be invoked and displayed. Please enter the name and location of the new file you are going to save.



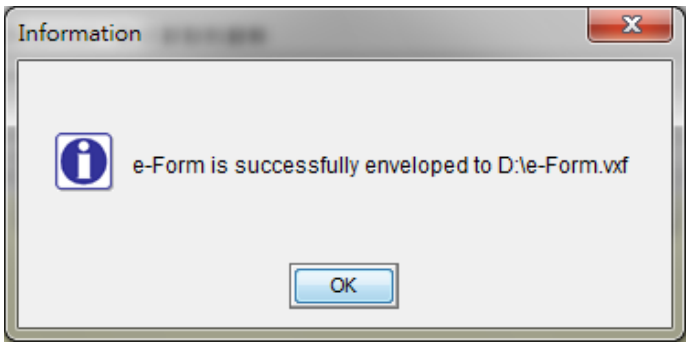
6.6. ENCRYPT THE E-FORM

For security purpose, you are highly recommended to encrypt your E-Form document before submission.

To save as the E-Form with encryption, choose "Tool" ➔ "Envelope E-Form" from the menu. Please enter the location of the encrypted file you are going to save in the "e-Form Envelope" window and click "OK" button. Please note that the encrypted E-Form can only be viewed by the Labour Department.



The following dialog box will be shown if the encrypted E-Form is saved successfully.



6.7. SEND THE E-FORM

Please make sure that you have completed the E-Form fully before submission. You can submit the completed E-Form by e-mail at eform@labour.gov.hk.